

Job Opportunity Notice

Position: Central Office Investigator (COI), Office of Child Advocate for Children's Protection and Services, State of Missouri (unclassified position, stationed in Jefferson City).

Salary: Salary range is \$35,000-\$39,000 per year. Starting salary will be commensurate with experience and education of the successful applicant.

Application Deadline: May 30, 2008

Job Description: The COI is primarily responsible for receiving and investigating complaints from family members and other citizens regarding disputed actions or inactions pertaining to previously reported incidents of child abuse or neglect. The COI acts as an impartial fact finder, and reports directly to the Child Advocate. Note: The Office of Child Advocate is independent of the Department of Social Services/Children's Division, the Department of Mental Health, and the Juvenile Court.

Duties: The COI is responsible for performing the following duties:

- Receives and analyzes complaints
- Responds directly to complainants
- Contacts and interacts with the Children's Division and other entities, gathering and following up on relevant information as necessary
- Reviews case files
- Investigates new and reopened cases in accordance with assigned region
- Initiates referrals as necessary
- Assists in educating complainants regarding the child welfare system
- Assists in promoting increased awareness of the Office of Child Advocate
- Advises Child Advocate regarding possible system related improvements
- Attends weekly staff meetings

Qualifications: Applicants will possess the following minimum qualifications:

- Investigation skills
- Communication skills
- Job related experience in working with children and families
- Demonstrated familiarity with the topic of child abuse and neglect
- Bachelor's Degree in social sciences or related field

To Apply: Please submit résumé and cover letter to:

Steve Morrow
Child Advocate for the State of Missouri
Office of Child Advocate
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Jefferson City, MO 65102
E-mail: oca@oca.mo.gov
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The Office of Child Advocate is an Equal Opportunity Employer